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**CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.**

**NOTICE  
NO.**

**SUBJECT: Mission and Functions of the Office of Training**

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**MISSION**

☐ The Director of Training shall develop and direct Agency training programs (and review Office training programs) represent the Director of Central Intelligence on subjects related to training; participate in the formulation of the policies and plans of the Career Service Board; determine requirements for Agency training facilities in the United States; in accordance with the applicable provisions of Public Law 110 (81st Congress, 1st Session), provide for Agency participation in training programs at appropriate external facilities, public and private, in the United States and abroad; and establish and maintain standards of achievement for Agency personnel in Agency training programs.

**FUNCTIONS**

The Director of Training shall:

- A. Formulate and carry out training policies, plans, standards, and programs to increase the capabilities of personnel to serve the Agency.
- B. Develop and direct, in coordination with appropriate Offices, training programs in the United States relating to the skills and techniques required in the specialized operational activities specifically charged to the Agency.
- C. Develop and direct within the Agency training programs relating to the principles, methods, and objectives of national intelligence.
- D. Determine the physical facilities in the United States needed to meet the requirements of Agency training programs.
- E. Provide for the training of personnel in language, area, and specialized functional fields.
- F. Conduct indoctrination for new personnel and orientation for Agency, governmental, and other personnel, as required, in the mission, functions, and organization of the Central Intelligence Agency.

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G. Provide management training for executives, administrators, and supervisors to improve their skills in conserving the human and physical resources of the Agency.

H. Direct a comprehensive program for the selection, professional training (and career preparation) of junior officer personnel in cooperation with the various Offices of the Agency.

I. Indoctrinate and train clerical personnel in Agency office practices and procedures and other clerical skills.

J. Establish the standards of performance to be met by Agency personnel in Agency training programs, and, after consultation with the appropriate Office head, terminate the training of personnel for failure to meet prescribed standards of performance.

K. Review Office training programs, including on-the-job training, and advise and assist the Offices in the development, direction and conduct of such training.

L. Maintain, (in coordination with appropriate Offices, relationships with officials in governmental and private institutions in the United States and abroad for the purpose of providing training programs.

**WALTER B. SMITH**  
Director

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